



**DEPARTMENT OF THE AIR FORCE
773D FORCE SUPPORT SQUADRON
JOINT BASE ELMENDORF-RICHARDSON, ALASKA**

MEMORANDUM FOR 773 FSS/CL

FROM: (Hosting Unit/CC)

SUBJECT: Request Approval to Possess/Consume Alcoholic Beverages

1. The (Hosting Unit) will be utilizing the (Requested Location) from (Time) on (Date) . Alcohol will be purchased from (Purchase Location) . This is a formal request to possess and consume alcoholic beverages during this event.
2. In accordance with DAFI 34-107, X personnel will conduct Dram Shop Liability Training. To prevent anyone under 21 from consuming alcohol, we will implement age verification checks. The X trained personnel will handle and serve alcohol and verify age using official IDs before serving. Designated drivers will be provided for those who choose to consume alcohol.
3. Squadron or Unit Commanders and the Appropriate Concerned Leadership Team will remain primarily responsible for the safety of all Airmen and Guardians and their adult guests who attend squadron or unit events where alcoholic beverages are served. Moreover, Airmen, Guardians, and adult guests are expected to conduct themselves in a manner that exercises proper decorum at all times during squadron or unit functions, especially while consuming alcoholic beverages on the installation.
4. If you have any questions, feel free to contact xxxxxxxxxxxx at xxx-xxxx.

FIRST M. LAST, Rank, USAF

Commander, Unit (Fully Spelled out)

1st Ind, 773 FSS/CL

MEMORANDUM FOR (Requesting Unit)

Approved/Disapproved

HEATHER S. WEAVER, Civ, USAF
Director, 773 Force Support Squadron